

**MIAMI COUNTY COMMISSIONERS
SANITARY ENGINEERING DEPARTMENT**

JOB ANNOUNCEMENT

JOB TITLE. Water/Wastewater Systems Technician 1
Full-Time \$14.63 - \$18.61 per hour

NATURE OF JOB. Under general direction of Water/Wastewater Superintendent; performs routine maintenance checks and repair of water and wastewater plant systems and equipment; conducts preventative maintenance checks of pumps and motors; performs minor repairs to mechanical and electrical equipment; operates and/or utilizes power and hand tools in performing assigned duties; prepares and maintains required reports and records, meter reading.

QUALIFICATIONS. Completion of secondary education or equivalent, supplemented by training in water and/or wastewater treatment plant operations and maintenance and two (2) years experience in a related field of work; or equivalent. Must possess or obtain a Class I Water Distribution or Class I Sewer Collections System certificate or Class I Water Supply or Class I Wastewater Works certificate within two (2) years of hire, license will be determined upon hire; Must possess a valid Ohio driver's license and must obtain a Class "B" CDL with tanker endorsement within 6 months of hire.

METHOD OF APPLICATION AND DEADLINE: All interested applicants may acquire an application at [Ohiomeansjobs](http://Ohiomeansjobs.com) Miami County, 2040 North County Road 25-A, Troy, OH 45373 between the hours of 7:00 a.m. to 6:00 p.m. Monday and 8:00 a.m. to 5:00 p.m. Tuesday through Friday. Applications may also be accessed through the Miami County web site at www.miamicountyohio.gov. Applications must be submitted via the website or returned to the above address by 4:00 p.m. **Friday, December 11, 2020.**

**MIAMI COUNTY JOB CENTER
IS ACCESSIBLE TO THE HANDICAPPED AND DISABLED**

**MIAMI COUNTY BOARD OF COMMISSIONERS
IS AN EQUAL OPPORTUNITY EMPLOYER**



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JOB DESCRIPTION

JOB TITLE: Water/Wastewater System Tech 1 **FLSA STATUS:** Non-Exempt
DEPARTMENT: Sanitary Engineering **CIVIL SERVICE STATUS:** Classified
REPORTS TO: Water/Wastewater System Tech 2 **EMPLOYMENT STATUS:** Full-time

ESSENTIAL FUNCTIONS

Under general supervision, performs routine maintenance checks and repair of water and wastewater plant systems and equipment; conducts preventative maintenance checks of pumps and motors; scrapes, cleans and paints water and wastewater infrastructure components; performs minor repairs to mechanical and electrical equipment; operates and/or utilizes power and hand tools in performing assigned duties; lubricates motors, blowers, and other prime moving equipment; records completed maintenance checks and repairs; maintains and/or repairs water and sewer distribution infrastructure components.

Locates and reads water meters; accurately logs readings into a handheld electronic reader or logbook; notes damages or malfunctioning meters; collects water or wastewater samples for EPA testing.

Performs light to heavy labor for extended period of time.

Prepares and maintains required reports and records (e.g., costs, repair, flow trends, inventory, infrastructure concerns, lubrication of equipment, etc.); reads meters, gauges, calibration equipment, electronic analysis devices, and dials; maintains log of readings; views and edits sewer system videos and prepares repair plan; conducts calibration studies of pumping stations and metering manhole flow meter accuracy; operates computer as needed to record data.

Responds to customer inquiries.

Meets all job safety requirements and all applicable OSHA standards that pertain to essential functions.

Must demonstrate regular and predictable attendance.

Must maintain required licenses and certifications.

May work in a lower classification; performs other related duties as required.



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The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Completion of secondary education, or equivalent, supplemented by training in water and/or wastewater treatment plant operations and maintenance and two (2) years' experience in a related field of work; or equivalent.

Must possess or obtain a Class I Water Distribution or Class I Sewer Collections System certificate or Class I Water Supply or Class I Wastewater Works certificate within two (2) years of hire, license will be designated by the board.

Must possess a valid Ohio driver's license and possess or obtain a class B CDL within 6 months.

LANGUAGE SKILLS

Ability to read and interpret documents, write routine reports and correspondence, prepare accurate and concise reports and record/maintain accurate documentation.

Ability to effectively and professionally communicate, both orally and in writing, with the public, senior managers, employees and customers of the County.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide, to solve mathematical problems in all units of measure, using whole numbers, common fractions, decimals and percentages.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Ability to gather information, draw valid conclusions and use sound judgment and self-control in stressful situations.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Strong interpersonal communication and teamwork skills, with the ability to maintain effective working relations with, co-workers, customers and those contacted in the course of work.

Proficiency utilizing Microsoft Office applications including Excel, Word, and Outlook; ability to operate other standard office equipment, including telephones, calculators, copiers, FAX



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machines, etc.; familiarity with County policies and procedures.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, drive; use hands to finger, handle, grab, restrain, or feel; reach with hands and arms; talk and hear.

WORKING ENVIRONMENT

The employee is exposed to, must negotiate, use, or work with or in the vicinity of:

- Floor openings, wall openings and holes; open-sided floors, platforms and runways; stairs.
- Fixed Industrial Stairs
- Portable Wood Ladders
- Vehicle-mounted elevating and rotating work platforms.
- Noisy operations or activities.
- Compressed gases.
- Acetylene.
- Flammable and combustible liquids.
- General requirements for use, care, and Limitations of personal protective equipment.
- Fall Protection
- Eye and Face Protection.
- Respiratory Protection.
- Occupational Head Protection.
- Occupational Foot Wear.
- Electrical Protective Devices.
- Permit-Required Confined Spaces.
- Machines and equipment which could accidentally become energized (lockout/tag out).
- Medical and First Aid.
- Portable Fire Extinguishers.
- Handling material and supplies. (Includes mechanical handling equipment, the manner in which things are stored, and housekeeping.)
- Overhead or Gantry Crane.
- Hand and portable tools.
- Portable power tools including physical guards, switches, lawn mower, and power



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lawn mower guarding.

- Jack Stands.
- Oxygen-fuel gas welding and cutting.
- Arc welding and cutting.
- Wiring design and protection
- Safety related work practices where there is risk of electrical shock
- Human blood and other fluids.
- Chemicals.
- Has contact with potentially violent or emotionally distraught persons.

****** This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required and/or assigned.***

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

EMPLOYEE: _____

SIGNATURE: _____ DATE: _____